

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 180

Alexandria, VA

1 December 2001

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 December 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 55-01(E) through 59-01(E) and 61-01(E) through 63-01(E). Insert the attached pages and remove the corresponding pages. Remove pages U4D-3 and U9-v. This cover page replaces the Change 179 cover page.

BRIEF OF REVISION

These are the major changes made by Change 180:

U1040. Explains the 'Gainsharing Program' and clarifies that there is no known authority for such a program for uniformed personnel.

U4105-F. Makes clear that a traveler may only be paid for traveling to and from a leave location when the need for the TDY is unknown prior to the traveler's departure on leave. If the TDY is known prior to departure on leave, the traveler is only authorized reimbursement up to the constructive cost of direct travel from the PDS to the TDY location and return.

U5350-C. Clarifies that members both with, and without, dependents are authorized HHG shipment and/or NTS when assigned to unusually arduous sea duty.

U5466. Spells out that a member is eligible for POV storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997.

U7200-A3b. Provides examples of COT leave for clarification purposes. It shows an example of no cost constraint for COT leave because the distance is less from the PDS to the COT destination than to the HOR. It also shows an example of a cost restraint because the COT destination is further from the PDS than the HOR.

Appendix A. Clarifies that a horse trailer is not HHG.



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Appendix Q:

T4040-A1b and T4040-A1c; T4060. Indicates that, as prudent travelers, employees should check for and are encouraged to use Government quarters when TDY to a U.S. installation, even though they are not required to use such quarters and reimbursement for use of other than available Government quarters may not be limited to the cost of Government quarters. Also makes clear that there is authority to prescribe a reduced per diem, before travel begins, based on the cost of available Government quarters for TDY on U.S. installations.

Various Paragraphs. Consolidates information on travel time that applies to both PCS and TDY and moves the information to Chapter 3.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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CHAPTER 1

APPLICABILITY AND GENERAL INFORMATION

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CHAPTER 1

APPLICABILITY AND GENERAL INFORMATION

***U1000 APPLICATION**

This Volume contains basic statutory regulations concerning official travel and transportation of members of the Uniformed Services. The regulations in this Volume pertain to travel and transportation and certain station allowances. These regulations are issued under the authority of 10 U.S.C. §2631-2635 and Chapter 7, 37 U.S.C. There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, just because a prohibition is not stated does not mean that an entitlement exists or can be authorized. All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.

U1005 NOT USED*U1006 COMPLEMENTARY REGULATIONS**

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. These regulations provide special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the United States. These regulations also affect their dependents. *Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose. The allowances include:*

1. environmental and morale leave transportation,
2. travel and other expenses for dependent education,
3. home visitation between consecutive tours,
4. dependent travel in connection with TDY,
5. dependent visitation,
6. dependent care expenses connected with training of responsible dependents,
7. representational travel by dependents,
8. removal of dependents and HHG,
9. shipment of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, ATTN: DA, Washington, DC 20340-5339.

U1010 IMPLEMENTATION

A. Entitlement Regulations. *The regulations in this Volume require no further entitlement implementation. When necessary, they may be supplemented by administrative regulations which shall not prescribe entitlements different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.*

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain entitlements. The listing below cites entitlements that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below.

1. completion and submission of travel vouchers;
2. order endorsements related to foreign flag carriers (par. U3125-C4);
3. procedures for the issuance, use and care of meal tickets, and for the payment for meals procured with the tickets (see par. U5018-B);
4. procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, E, G and H - see par. U5020)), may be made. (Also, see pars. U5165, U5250, U5560, U6013-A and U6013-B, U6060-A and U6060-B, U9116-B, and U9208);
5. appropriate separation activities (see pars. U5125-A3 and U5130-A3);
6. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
7. claims for personally-procured HHG transportation (see pars. U5320-D);
8. member financial responsibility (see pars. U5340-A2, U5380-A, U5415-C, U5445, U5474, and U5520);
9. personal emergency determination (see par. U7205-A);
10. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
11. currency loss/gain procedures for OHA (see par. U9116-B);
12. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-I, Example 4, after step 3);
13. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT), and;
14. establishing childrens' dependency (see Appendix A definition of DEPENDENT).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

U1020 EFFECTIVE DATE OF REGULATION CHANGES

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

U1025 COMPTROLLER GENERAL (CG)/OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG/OSD GC. CG/OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

U1035 SPACE-AVAILABLE TRAVEL INITIATIVE (SpATI) FOR CHILDCARE TEST

This paragraph applies to a test conducted by USTRANSCOM allowing members to travel in a space-available status to/from TDY to accompany dependents to/from long-term care providers in CONUS. This test applies to members:

1. permanently assigned to Azores, Okinawa and Aviano AB, Italy local area;
2. ordered to a CONUS TDY that is 30 days or longer;
3. with command sponsored dependent(s) who are unable to care for themselves (meaning children who are under the age of 19 or any dependent incapable of self care because of mental or physical incapacity);
4. who are sole caregivers for dependents; and
5. authorized to participate by their unit commanders.

Members authorized to participate in this test are allowed to travel space-available between their PDS and the CONUS and return to accompany their dependent(s). All travel must be arranged through the CTO as outlined in paragraph U3120. The member travels to and from the TDY location via the care provider's location to drop off/pick up the dependent(s). If the member must purchase other than space-available transportation to the port the member's reimbursement for travel and transportation is limited to the Government's cost for travel from the PDS directly to the TDY location and return to the PDS. If the member and dependent(s) are bumped from the space-available flight the member must contact the closest CTO and either 1) enter the space-required system and purchase space-required tickets for the dependent(s) from personal funds (Applies to OCONUS travel only. Space-required travel for dependants does not exist in CONUS.), or 2) use commercial tickets from the CTO and purchase tickets for the dependent(s) from personal funds. If the member travels space-available between the PDS and CONUS port, the member's reimbursement between that port and the TDY location and return is limited to the Government's cost for direct travel from the port to the TDY location and return to port. *There is no entitlement for travel and transportation allowances for the dependent(s).*

U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and

PCS versus TDY cost comparisons are considered before issuing orders.

U1038 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM ARE ELIGIBLE FOR CONTINUING PUBLIC AND COMMUNITY SERVICES

(See par. U7656)

U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS

Simplified travel entitlement rules in Appendix O govern TDY for DoD Components located in Appendix O and those locations where DTS has been fielded, or DTS-linked software with a transition plan in place, and all other USAFE locations where FAST software is used to transition to DTS-Link data.

***U1040 GAIN-SHARING PROGRAM**

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government transportation cost savings with travelers. While authority exists for such a program for military personnel, the Gain-Sharing Program for civilian employees, there is no known authority for such a program for civilian employees. Participation in a Gain-Sharing Program is not required but, nor additional pay is provided.

U1045 GOVERNMENT QUARTERS USE, AVAILABILITY

A. Quarters Available. Members are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability determination must be made in accordance with par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; *however, when adequate Government quarters are available, members on ship/afloat duty may use hotel/motel; however, lodging reimbursement is limited to Government quarters cost.*

NOTE: FOR COAST GUARD, NOAA, AND PLS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.

B. Quarters Not Available. Government quarters are not available:

1. when a TDY/delay point is at other than a U.S. installation;
2. when an authorizing/order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
 - a. members attending service schools at an installation; and
 - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
 - a. when per diem is payable under MALT plus (par. U5105);
 - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
 - c. to a ship/afloat staff homeported OCONUS;
 - (1) and a member is accompanied by dependents authorized concurrent travel;

(2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation and Government quarters are not available for the entire family; or

6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document non-availability by:

- a. confirmation number provided by the Service's registration process;
- b. the date the member attempted to make reservations, and the phone number and name of the billing office point of contact; or
- c. member certification that Government quarters were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing authority must authorize/approve reimbursement for commercial lodgings.

U1050 CONFERENCES/TRAINING AT THE PDS

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences training at the PDS may not be paid as travel allowances per 37 U.S.C., §404. For authority to pay related training costs at the PDS, see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training activity comptroller personnel using the above legal authority.

U1051 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must take appropriate steps to strongly encourage members who use commercial lodgings while on official travel to stay at firesafe approved accommodations. Lodgings that meet the Government requirements are listed on the U.S. Fire Administration's internet site at:

<http://www.usfa.fema.gov/hotel/index.htm>.

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

U2010 MEMBER'S RESPONSIBILITY

A. Obligation to Exercise Prudence

1. The member must exercise the same care and regard for expenses as a prudent person traveling at personal expense.
2. The member must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

B. Promotional Material

1. General. Promotional material received by a member traveling on official business at Government expense must be relinquished in accordance with Service regulations (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).
2. Items Received Through Mixed Official and Personal Travel. Promotional items received by the member as a result of travel paid by Government and personal funds are the property of the Government (63 Comp. Gen. 229 (1984) and 63 i.d. 233 (1984)). The member does not forfeit the right to use personal credits for personal travel if the member keeps adequate records that clearly separate credits earned from personal travel from those earned on official travel (B-257525, November 30, 1994).
3. Voluntary Relinquishing of Seat. A member may keep payments from a carrier for voluntarily vacating a seat. However, no additional per diem may be paid as a result of the delay in the member's travel.
4. Involuntary Relinquishing of Seat. If a member is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).

Effective 1 June 2001

*5. Frequent traveler benefits received for services paid for by the Government belong to the Government. These benefits may:

- a. be used for official travel and accommodation upgrades (***not to first class***) if authorized/approved by the authorizing/order-issuing official based on Service regulations, but
- b. ***not be used for personal travel or airline club memberships.***

NOTE: The traveler must maintain records to be able to account for all Government-owned frequent traveler credits earned and used (67 Comp. Gen. 79 (1987)).

C. Lost or Delayed Accompanied Baggage. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.

D. Lost/Stolen/Unused Transportation Tickets. *Travelers must guard transportation tickets carefully.* However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the proper official IAW the Service's regulations. The traveler is financially responsible to purchase a replacement ticket. (See par. U2515 for reimbursement involving lost/stolen tickets.) Also, travelers must return unused transportation tickets to the CTO.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified. (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD).

1. is the only official source for worldwide PCS and TDY distance information,
2. replaces all other sources used for computing distance (except for airplanes see par. U 2020-B below),
3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod-mtmc.belvoir.army.mil>.

4. provides distances which must be rounded to the nearest mile for each leg of a journey,
5. does **not** apply to the following travel distances that are determined by odometer readings:
 - a. in and around the PDS or TDY sites,
 - b. between home/office and transportation terminal,
 - c. for short distance moves, within the same city, or
 - d. round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b, and
6. website is found at <http://dtod-mtmc.belvoir.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

CHAPTER 3
TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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The order-issuing official, when not required to direct the transportation mode, ordinarily determines the authorized transportation modes, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the order-issuing official fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

***U3005 TRAVEL TIME**

A. Travel by Government Conveyance and/or Common Carriers on Government-Procured Transportation. Travel time for travel by Government conveyance (except Government automobile) and/or common carriers obtained by **Government-procured transportation** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Government automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode: A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, not to exceed the allowable travel time for the directed transportation mode.

C. POC. Generally, 1 day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed. This applies to travel by:

1. POC as advantageous,
2. special conveyance (vehicle) as authorized mode for TDY travel, and
3. Government vehicle

***U3006 TRAVEL SCHEDULE**

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of this paragraph. Consider:

1. duty hours;
2. duty requirements;
3. lodging availability at points of origin, destination or intermediate stops;
4. the need for onward transportation;
5. the traveler's comfort and well being; and
6. the traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

U3010 SEPARATE CONSIDERATION OF EACH PORTION OF THE JOURNEY

When determining payable allowances, travel between any two points in the following categories is a separate journey:

1. PDS,

2. TDY station,
3. passenger port of embarkation,
4. passenger port of debarkation,
5. first duty station,
6. last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. a designated place, and
11. a COT leave location.

U3015 ACCOMPANIED BAGGAGE TRANSPORTATION

A. General. This paragraph prescribes entitlement to transportation of accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage.

B. Authorization/Approval For Excess Baggage. Shipment of excess baggage may be authorized/approved in accordance with Service regulations.

C. Baggage Cost Payment

1. Excess Baggage Transportation Charges. Excess baggage transportation costs may be paid only when authorized/approved under par. U3015-B. Excess baggage charges may be included in Government-procured transportation documents, or the member may be reimbursed for the charges.

2. Baggage Transfer. Itemized necessary baggage transfer expenses are reimbursable except when the member is receiving mileage.

3. Baggage Checking and Handling. Itemized baggage checking expenses are reimbursable except when the member is receiving mileage. See par. U4520 for reimbursement of baggage handling tips.

D. Return Of Baggage To Member. When a member's baggage is shipped as part of a troop movement but the member's name is later deleted from the movement order, an expedited transportation mode may be used to return or forward the baggage to the member. This expedited transportation must be authorized/approved in accordance with Service regulations.

PART B: TRAVEL BY COMMON CARRIER**U3100 GENERAL****A. Travel/Transportation Policy**

1. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. U3125 and U3130 for exceptions.
2. Travel Prudence. Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.
3. GSA City-Pair Air Fares. GSA city-pair air fares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. U3145-A for Contract City Pair Policy and Exceptions. City pair air fares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as COT).
4. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The authorizing/order-issuing official must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
6. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.
7. Accommodations. Common carrier accommodations are addressed specifically in pars. U3125, U3130, and U3135, and apply to all official travel. Authorizing/order-issuing officials should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service member's needs require use of these accommodations.
8. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-D.
9. Dependents' Seating. Each dependent is allowed a seat.

***B. TDY Travel Involving Non-PDS Location(s)**. A member on a TDY order is authorized travel transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the contracted transportation cost between the member's PDS and TDY location. When TDY travel is to/from a non-PDS location:

1. the member is responsible for all excess travel/transportation costs; and
2. constructed costs for each trip leg must be based on the non-capacity-controlled city-pair air fare, if available (not the capacity-controlled city-pair if both capacity-controlled and non-capacity-controlled fares are available).

NOTE: For TDY travel/transportation allowances when a TDY order is received while a member is on official leave, see par. U4105-F.

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see par. U3145.

U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY

A. General. A member may not be reimbursed for personally-procured transportation when a specific transportation mode is directed (as distinguished from authorized) to travel by a specific mode (Government/Government-procured, transoceanic or transportation furnished by a foreign government or Government contractor). Otherwise, the member is entitled to reimbursement of transportation cost as prescribed in pars. U3110-B through U3110-F. Reimbursement may not be more than the cost of accommodations prescribed in pars. U3125, U3130 and U3135. See Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), limits in pars. U3110-B and U3110-C must be reduced by its cost.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel-Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized (as distinguished from directed) and transoceanic travel is performed by common carrier at personal expense, the member is entitled to reimbursement for the transportation cost up to the amount the sponsoring Service would have paid for the available transportation. If both Government and Government-procured transportation are available, the lower priced one is the measure of maximum reimbursement. When Government/Government-procured transportation is not available, the member is entitled to reimbursement for the transportation cost up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If air travel is medically inadvisable for the member, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 REIMBURSEMENT WHEN TRANSPORTATION MODE OR GROUP TRAVEL IS DIRECTED

A. Travel Directed. When a member, individually or as part of a group, is directed (as distinguished from authorized) to travel by a specific transportation mode (Government/Government-procured, transoceanic or transportation furnished by a foreign Government or Government contractor), reimbursement and the payment of a mileage allowance is prohibited for transportation at personal expense unless the authority responsible certifies that the directed mode was not available at the time and place required to comply with the orders.

B. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus, streetcar fares) incurred in the performance of TDY are allowable as authorized in Part E.

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See par. U3125-C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits (see par. U2010-B5).
- h. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- *i. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. U4325-C) is prohibited when travel is authorized by premium-class accommodations.*

NOTE: *When use of premium-class other than first-class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.*

5. Documentation Requirements

- a. Orders. Travel orders authorizing premium-class accommodations should be annotated "(first/premium class or premium-class other than first-class) authorized by (cite reference)." When the travel orders do not authorize premium accommodations use, first/premium class or premium-class other than first-class service may be provided if the original order, and copies thereof, are annotated that ("first/premium class or premium-class other than first-class issued, only first/premium class or premium-class other than first-class available between authorized origin and destination points.")
- b. Travel Voucher. Specific authorization approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. *In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.*

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or
 - (4) the only U.S. flag air carrier service available between points in the CONUS or non foreign OCONUS area and foreign OCONUS points (49 U.S.C. §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first-class accommodations. First-class accommodations on extra-fare trains may be authorized/approved as provided in par. U3125-C.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in par. U3140-A for the travel involved.

U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. Policy

GSA airlift contracted through the Contract City-Pair Program shall be used for uniformed members. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

1. Space or scheduled flights are not available in time to accomplish the purpose of travel (to include space for pets when associated with permanent duty travel, e.g., PCS - USCINCTrans SCOTT AFB IL TCJ4-LT 091304Z JUN 00), or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

- *2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006);
- 3.. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued charge cards, or through a centrally billed account;***
4. Rail service is available and that service is cost effective and consistent with mission requirements;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

1. Contract air service between city-pairs (city-pair) shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.
2. ***Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City-Pairs fares) when purchasing commercial airline tickets.***

C. Frequently Asked Questions About Using the Contract City-Pair Program

1. **How does the program work?**

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

PART C: TRAVEL BY GOVERNMENT CONVEYANCE**U3200 GOVERNMENT CONVEYANCE USE ON TDY**

A. Limited to Official Purposes. Use of a Government conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites;
2. lodgings;
3. dining facilities;
4. drugstores;
5. barber shops;
6. places of worship;
7. cleaning establishments; and
8. similar places required for the traveler's subsistence, health or comfort.

B. Reimbursable Expenses. Reimbursement is authorized for allowable expenses incurred in operating a Government conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Government supplies or facilities are not available, examples of allowable expenses are:

1. gasoline and oil;
2. parking fees;
3. repairs;
4. ferry fares;
5. bridge, road or tunnel tolls;
6. trip insurance for travel in foreign countries (par. U4520-B2);
7. guards; and
8. storage fees.

C. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When TDY travel is directed and performed by Government conveyance, allowable travel time is computed under par. U3005-A.

D. PUS Travel by Government Conveyance. See par. U5108-A.

U3210 AERO CLUB AIRCRAFT USE ON TDY

A. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When travel by two or more travelers in Aero Club aircraft is authorized/approved, reimbursement to the operator (pilot) shall be the lesser of actual necessary expenses or the total commercial transportation costs to the Government for

the pilot and accompanying passengers. The accompanying passengers shall receive no payment for transportation in the Aero Club aircraft. Necessary expenses incurred include:

1. the hourly fee imposed by the Aero Club,
2. fuel charges if not reimbursable by the Aero Club, and
3. landing and tie-down fees (includes hangar in severe weather).

Authorization for travel by Aero Club aircraft must be in accordance with Service regulations.

B. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When travel orders do not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time shall be the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**U3300 TDY POC RULES**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. there is no practicable commercial transportation; or
3. common carrier use would be so time-consuming that it would delay the mission.

POC use shall not be directed.

C. Official Distances. See par. U2020

D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

*A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.
2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in par. U3305-A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U4520);
2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. privately-owned boat or vessel: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

<u>Paragraph</u>	<u>Contents</u>
U4300	General
U4305	Actual Travel Time
U4325	Scheduling Travel <ul style="list-style-type: none">A. Early DepartureB. Scheduled Early ArrivalC. Travel During Normal Rest HoursD. Rest StopsE. Reduced Travel Fares Use
U4330	POC Travel
U4335	Special Conveyance Travel
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PART E: GOVERNMENT MESS USE/AVAILABILITY

<u>Paragraph</u>	<u>Contents</u>
U4400	Government Mess <ul style="list-style-type: none">A. Mess AvailableB. Mess Not AvailableC. Travel Order/Voucher Documentation

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

<u>Paragraph</u>	<u>Contents</u>
U4500	General <ul style="list-style-type: none">A. ScopeB. Transportation Expenses Incurred in or Around a PDS or TDY Location
U4505	Communication Services
U4510	Reimbursement for Occasional Meals and Quarters <ul style="list-style-type: none">A. GeneralB. Computation for Occasional Meals and Quarters

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL*U4300 GENERAL**

When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem allowances or AEAs are payable for actual travel performed not to exceed the per diem or AEA that would have been payable if the directed transportation mode had been used. When the directed transportation mode is not available or the order does not specify any transportation mode, per diem or AEA is computed as though the transportation mode actually used was directed. ***However, the total per diem or AEA payable must not exceed that payable for constructed travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the orders and is more economical to the Government.*** In determining constructed travel, the transportation allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended.

U4305 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the member's actual travel time is used for computation.

U4325 SCHEDULING TRAVEL

A. Early Departure. A traveler may depart early (see par. U4300) to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station. ***NOTE: The traveler should be advised that financial regulations may require that a brief statement explaining the early departure accompany the voucher.***

B. Scheduled Early Arrival. When travel is over a direct route by air to a TDY station, the departure may be scheduled to allow arrival at the TDY station 24 hours before work status begins without interruption of per diem or AEA authorization when:

1. the PDS and TDY stations are separated by four or more time zones;
2. at least one of the duty points is OCONUS; and
3. the itinerary does not involve any scheduled stopovers or planned delays in excess of 8 hours en route.

The time zones in which the origin and destination points are located must not be included in the four time zones separating the travel points (e.g., leave from time zone A, cross time zones B, C, D, and E and arrive at time zone F).

C. Travel During Normal Rest Hours. If par. U3006 cannot be followed, and there is a need for duty performance immediately upon arrival, the authorizing/order-issuing official may authorize approve rest stops en route, or a rest period at the TDY location before reporting for duty if:

1. the traveler is not authorized premium class accommodations; and
2. it is necessary to schedule travel to begin at, near, or after the conclusion of the regularly scheduled duty hours and the conditions and circumstances in the case so warrant; or
3. the traveler is required to travel during normal sleeping hours; or
4. the scheduled flight time including stopovers exceeds 14 hours. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.***

D. Rest Stops:

1. must not exceed 24 hours,
2. should not exceed a reasonable rest period plus delay needed to secure the earliest transportation to the authorized destination (transportation schedules or other conditions permitting), and
3. should be scheduled, to the maximum extent practicable, where free stopovers are permitted en route.

E. Reduced Travel Fares Use. When, to qualify for reduced travel fares, a commanding officer authorizes/approves a member staying at a TDY station longer than required by the assignment, per diem or AEA for the additional time is payable if:

1. the additional per diem or AEA cost is offset by the transportation savings, yielding an overall savings to the Government: and
2. the delay does not extend the time on TDY beyond the time when the member is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

U4330 POC TRAVEL

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

U4335 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

U4340 MIXED MODES TRAVEL

When travel is performed between any two points of a separate leg of a journey (par. U3405-B) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-C or U3310-B.

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520-B4g.

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

*A. General. A member is authorized reimbursement for meals and/or quarters as provided in par. U4510-B when the authorizing order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
- *6. par. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
- * par. U4125-A3e (Essential Unit Messing);

9. par. U5108-D (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;
11. par. U7025 (travel incident to application processing);
12. par. U7125-D (bed-patient or inpatient);
- *13. par. U7150-A1 (Reserve Component Travel); or
- *14.par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.
2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passport and visa fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel (Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable.);

NOTE: Travelers ordinarily travel on the no-fee passport. However, when travel on official orders is to or from high threat areas or high risk airports (see Appendix N) by commercial air and travelers are authorized to obtain and use regular fee passports, fees for such passports are reimbursable. Those traveling solely by military air or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.

5. taxes on lodging (except when MALT PLUS for POC travel is paid) in ***the United States and non-foreign OCONUS areas***, limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

U4700 GENERAL

Effective 1 April 1997

*This Part prescribes TDY HHG shipping and storage entitlements. For POV storage when member is TDY on a contingency operation, see Chapter 5, Part E.

*U4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS

Carrier baggage limits may preclude a member from transporting necessary HHG items without cost. An authorizing/order-issuing official or commanding officer may authorize/approve shipment of HHG required for the member's personal comfort and well-being while on TDY.

U4710 BASIC ENTITLEMENT

A. Shipments In Addition to Authorized TDY Weight Allowance. When TDY, the following may be shipped in addition to the TDY weight allowances:

1. professional books, papers, and equipment (see par. U5310-C), and
2. required medical equipment (see par. U5310-K).

*B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported free on a commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining the net weight of shipments for specific modes of transportation, see pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F.

*TDY Weight Allowances (Pounds)			
Service and Grade 1/			
Army, Air Force, & Marine Corps	Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps	Public Health Service	Weight Allowance
Officer Personnel			
General/General of the Army	Admiral	N/A	2000 2
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)/Commodore	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
Enlisted Personnel			
E-9	E-9	N/A	600 3/
E-8	E-8	N/A	500
E-7	E-7	N/A	400
E-6	E-6	N/A	400
E-5/E-4 (Over 2 Years Service)	E-5/E-4 (Over 2 Years Service)	N/A	400
E-4 (2 Years Service or Less)/E-3/E-2/E-1	E-4 (2 Years Service or Less)/E-3/E-2/E-1	N/A	225
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ The Secretarial Process may authorize additional weight up to 2,000 pounds for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ The allowance for a member selected as a Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps is 800 pounds for travel orders issued after receiving notice of selection. It continues for the remainder of the military career.

CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

U5000 SCOPE

A. General. This Chapter prescribes a member's entitlements to personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes entitlements for travel and transportation of dependents, and for HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non PCS travel entitlements, see Chapter 7.

B. Travel Covered. This Chapter discusses the following types of PCS travel:

1. Transfer. Travel in connection with a transfer from one station to another for permanent duty.
2. Change in Homeport or PDS Location of a Unit. Travel in connection with a vessel's homeport or mobile unit's PDS location change.
3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:
 - a. appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. reserve members being called (or ordered) to active duty (including duty for training) for 20 weeks or more at one station;
 - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
 - d. enlistment or induction into the Service (regular or during emergency).
4. Separation or Retirement. Travel from last PDS to home upon:
 - a. discharge, resignation, or separation from the Service under honorable conditions;
 - b. reserve members' release from active duty (including active duty for training) to which called for 20 weeks or more at one station;
 - c. transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - d. retirement; or
 - e. temporary disability retirement.
5. Travel (Other Than TDY) Not Directly Related to PCS Orders. In addition to PCS entitlements, this Chapter includes entitlements for travel and transportation of dependents, and for HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

U5002 APPLICABILITY

General. The provisions of this Chapter apply to PCS of all regular and reserve members.

B. Special Categories. The following special categories of personnel are entitled to PCS allowances as indicated:

1. cadets and midshipmen (see par. U7000).
2. applicants and rejected applicants of the regular service (see par. U7025).
3. reserve components (see par. U7150), or
4. members whose enlistment has been voided (see par. U7375).

C. Persons Not Covered. The following categories of personnel are not entitled to PCS allowances:

1. absentees and stragglers being returned to their PDSs (see par. U7400).
2. members discharged under other than honorable conditions (see par. U7500), and
3. prisoners (see par. U7451).

U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel entitlements. Parts B through H of this Chapter prescribe specific entitlements. Entitlements depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

*B. Member and Dependent Travel and Transportation Allowances. When a member must travel under an order, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation at rates prescribed in this Part. Generally, members select the transportation mode (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometimes an order directs a particular mode for the member but not the dependents. For travel time computation when a mode is not directed, see par. U5160. For authorized PCS travel reimbursements, see par. U5105, for travel to the first PDS, see par. U5108 C. For dependents' travel and transportation, see Chapter 5, Part C.

C. HHG Transportation and Storage. A member directed to make a PCS is entitled to transportation and/or storage of HHG. A member's weight allowance depends on the member's grade and dependency status (see par. U5310-B). The Service concerned may administratively limit the amount shipped. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, if the member is transferred to a "weight restricted" OCONUS PDS, only a portion of the member's PCS HHG weight allowance may be shipped. The remainder may be placed in NTS or transported to a designated place. Generally, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS; HHG precluded from shipment due to an administrative weight restriction are placed in NTS until the next PCS. PCS HHG transportation entitles a member to temporary storage, until the member arranges for a new permanent residence, unless prohibited. Temporary storage may be authorized at any combination of the point of origin, in transit, or at destination. See Chapter 5, Part D.

D. Unaccompanied Baggage Transportation. See Appendix A definition of baggage, unaccompanied. The Service concerned may limit unaccompanied baggage weight. See Chapter 5, Part D.

E. POV Transportation. A member ordered to make a PCS to, from, or between OCONUS PDSs, or upon official change in vessel's homeport or mobile unit's PDS location, may be authorized to have one POV, owned or on a long-term lease by the member or dependent(s), shipped to the vehicle processing center serving the member's new PDS or other authorized place. The POV must be for the member's or dependents' personal use. There are some limitations, restrictions or prohibitions. See Chapter 5, Part E.

F. Mobile Home Allowances. A member ordered on a PCS, or the dependent of a deceased member entitled to HHG transportation, is entitled to any combination of the allowances in Part F for mobile home transportation, including temporary storage, from the old PDS to the new PDS or between other authorized points. Except as

PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**U5100 GENERAL**

This Part prescribes members' travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are authorized these allowances whether or not they take leave en route.

NOTE: *When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.*

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. travel by POC (see par. U5105-B),
2. personally procure common carrier transportation (see par. U5101-C), or
3. be provided transportation in kind (see par. U5105-D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as MALT PLUS. However, a per diem or AEA is authorized for any necessary delay or processing time at a passenger POE/POD or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3).

1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the official distance and number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is entitled to the MALT and expense reimbursement.

NOTE: *Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.*

U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM**A. General****1. Travel in CONUS.** A member on active duty, who:

- a. is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;
- b. has a break in service of at least 1 calendar day; and
- c. actually travels

is entitled to travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is entitled to allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. is entitled to travel allowances under this paragraph to an OCONUS HOR or PLEAD; and
- c. has a break in service of at least 1 calendar day; and
- d. actually travels

is entitled to travel and transportation allowances under par. U5116.

3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is entitled to travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is entitled to travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

5. Member Serves Less Than Prescribed Period of Service. A member:

- a. separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and
- b. whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, shall be provided only:

***U5160 ALLOWABLE TRAVEL TIME COMPUTATION**

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. *A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.* The maximum travel time that may be allowed under this paragraph is that which would have been allowed under par. U3005-C had travel been performed entirely by POC. If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the unit's location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the Service concerned. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under pars. U3005, U5160-B, U5160-C, and U5160-D. *Travel time allowed may differ from the time allowed for per diem computation purposes.*

B. Transoceanic Travel. Transoceanic travel time by aircraft or ship is the actual time required for the travel by the usual direct routing. The embarkation or debarkation day at the port while awaiting transportation is included in the actual time for ocean or transoceanic travel regardless of the embarkation or debarkation hour.

C. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, for travel by common carrier at personal expense or by mixed modes (par. U5105-E), is:

- a. travel time authorized for the total distance traveled by POC in whole days as in par. U3005-C, up to the travel time authorized for the official distance between origin and destination, and
- b. 1 day for commercial transportation other than transoceanic (see par. U5160-B).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. U3005-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5160-E).

2. Computation When Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;
Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with par. U3005-C;
Step 3 --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and
Step 4 --Compare the number of days in step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4-day total.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

- a. travel at a leave point;
- b. travel at the old or new PDS or TDY stations; and
- c. travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

Example:

A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles)
Miami to leave location Chicago, IL (1,392 miles)
Chicago to new PDS Ft. Irwin CA (2,094 miles)
Ft. Belvoir to Ft. Irwin is 2,627 miles
Ft. Belvoir to Chicago is 715 miles

If the member travels by POC the entire trip, travel time is computed using 2,627 miles.

If the member travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the member travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the member travels by air from Ft. Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft. Irwin by air, use the distance 1,392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

D. Elapsed Time Is Less Than Authorized. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

Example: Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

E. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when actual travel time exceeds authorized travel time for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

NOTE: Financial regulations may require that a statement of the circumstances that necessitated the delay explanation, together with the commanding officer's action, be attached to the voucher.

U5165 ADVANCE OF FUNDS

Travel and transportation allowances prescribed for members may be paid in advance (see par. U1010-B4). Members failing to complete at least 90 percent of their initial prescribed service periods (par. U5125-A5) and members discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75 percent of the least costly available common carrier transportation mode.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**U5200 PURPOSE**

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

U5203 BASIC ENTITLEMENTS

A. General. Members are entitled to dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the entitlement conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:

1. transportation-in-kind or Government-procured transportation (see par. U5105-D) plus per diem (see par. U5210); or
2. reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or
- *3. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, up to the allowable travel time computed under par. U3005-C.

POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:

1. HQR, PLEAD, designated place, or PDS from which the member elected not to move dependents; or
2. last PDS.

Any interim changes of station, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not entitled to dependents' travel and transportation allowances:

1. When a member is:
 - a. a cadet or midshipman;
 - b. assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);
 - c. an enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;
 - d. called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2146-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2146-B) at any one location; or
2. When a dependent:
 - a. is a member on active duty on the effective date of the orders (see par. U5215-I for travel and transportation allowance entitlements when a spouse is no longer on active duty);

- b. travels at personal expense before PCS orders are issued or before official notice is received that such orders are to be issued (see par. U5203-C) (transportation in kind, including Government-procured transportation, shall not be furnished before PCS orders are issued);
- c. is not a dependent on the effective date of the PCS order (see Appendix A) (entitlement to allowances in pars. U5215-I and U5240-G is unaffected);
- d. receives any other type of Government travel allowances for this travel;
- e. is a member's or spouse's parent, stepparent, or person in loco parentis as set forth in Appendix A, definition of Dependent item 8, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
- f. is a dependent child who is not under the member's legal custody and control on the effective date of PCS orders (B-131142, June 3, 1957) (see par. U5215-J for travel entitlement when legal custody and/or control changes after the effective date of PCS orders);

3. For dependents' travel:

- a. any portion of a journey they are transported by a foreign registered vessel or airplane, if U.S. registered vessels or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);
- b. between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);
- c. when transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the United States or the member, under a contract or agreement with the United States (however, per diem is payable);
- d. for transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);
- e. to an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;
- f. to an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;
- g. to CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
- h. to a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);
- i. when the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel Before Orders Issued. A member entitled to dependents' travel and transportation allowances is authorized the entitlements in par. U5203-A for dependents' travel performed during the period before PCS orders are issued and after the member is advised that such orders will be issued. General information furnished to the member

*C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. When a member is:

1. transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;
2. transferred by PCS to serve an OCONUS dependent restricted tour;
3. transferred by PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. U5222-D2 for members with dependents);
4. permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or
5. transferred by PCS to a ship or afloat staff referred to in par. U5350-C4 above after the ship or afloat staff has been so specified;

HHG transportation is authorized to:

1. NTS for items 1 and 2 of the first itemization and later to the member's PDS when the restriction is lifted or upon receipt of dependent entry approval; or NTS for items 3, 4, and 5 of the first itemization;
2. any place in CONUS the member designates for items 1 and 2 of the first itemization, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or any place in CONUS the member designates for items 3, 4, and 5 of the first itemization;
3. a nonforeign OCONUS area to which dependent transportation is authorized/approved under par. U5222-C4b; U5222-D1b, or if authorized/approved through the Secretarial Process;
4. the OCONUS location to which dependent transportation has been authorized/approved under par. U5222-C4c or U5222-D1c or U5222-D1d. (Subsequent entitlement is measured from the location to which transported under this authority or from the place HHG are then located, whichever is less. For shipments related to par. U5222-D1d, the weight may not exceed 350 pounds for each dependent 12 years of age or older and 175 pounds for each dependent under 12 years of age.
5. the OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

Storage of any portion of the HHG is authorized under item 1 of the second itemization, and transportation of the remainder under items 2 through 5 of the second itemization. When the prohibition or restriction is removed, or when the member is transferred or assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG previously stored under item 1 of the second itemization or transported to a destination authorized in items 2, 3, or 5 of the second itemization may be stored in NTS. The remainder, or other HHG acquired before the effective date of the orders, may be transported to the member's OCONUS PDS. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. (Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.)

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. When a member is transferred by PCS from an OCONUS PDS to:

1. an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

2. a unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2);
3. a vessel or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the vessel or afloat staff is so specified; or
4. a vessel or afloat staff referred to in item 3 after it has been so specified;

the member is entitled to HHG transportation from the last or any previous PDS or place of storage to any combination of the following:

1. NTS;
2. any CONUS location the member may specify and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;
3. designated place authorized/approved under par. U5222-C4b; U5222-D1b; or if authorized/approved through the Secretarial Process;
4. an OCONUS designated place authorized/approved under par. U5222-C4c; U5222-D1c or U5222-D1d; or if authorized/approved through the Secretarial Process;
5. the OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

When the restriction is lifted, or when

1. the member is ordered on PCS to an OCONUS to which HHG transportation is authorized;
2. the member is ordered on PCS from a unit referred to in item 2 or 3 of the first itemization; or
3. such vessel, afloat staff, or afloat unit is relieved from the OCONUS assignment.

HHG transportation to the member's current PDS from the place to which transported under items 1 through 4 of the second itemization is authorized. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS orders from a unit referred to in par. U5350-C, items 3, 4, and 5 of the first itemization, the member is entitled to HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350-A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350-C, item 1 of the first itemization, or par. U5350-D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is entitled to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at

A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal deterioration.

D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late. This applies to PCS transportation. If the motor vehicle of a member (or dependents), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designed (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.*** The maximum reimbursement is \$210.

Examples:

Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Entitlement:	\$00.00
Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June – 25 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Entitlement:	\$210.00
(15-21 June – 7 days @ \$30 a day = \$210.00)	
Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5-6 June
	11-14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
Member Reimbursement Amount Entitlement:	\$210.00
(7 days vehicle rental @ \$30 a day = \$210.00)	
Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
Maximum Reimbursement Amount Entitlement:	\$60.00
(30-31 Jan – 2 Days @ \$30 a day = \$60.00)	
(entitlement does not start until after the RDD)	

U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General. An eligible member entitled to POV transportation in connection with a PCS is entitled to reimbursement for the POV delivery to a designated POV loading port and pick-up from a designated POV unloading port. The Service concerned designated the ports, using and constraints of par. U5435. No entitlement exists under this subparagraph when POV transportation to the new PDS is not permitted. See par. U5410-B. Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under this subparagraph. For POV shipment to the first PDS, or to the port serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV shipment upon separation or retirement, the "new PDS" is the HOR or authorized HOS under par. U5130-A1 of the member.

B. POV Delivery/Pick-up When Travel is not Concurrent with PCS Travel. An eligible member is authorized a round trip transportation payment at the automobile mileage rate (see par. U2600) from the:

1. old PDS to the designated POV loading port; and
2. designated POV unloading port to the new PDS.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via Vehicle Port. When a member and/or dependent(s) delivers the POV from the old PDS to the designated POV loading port, and then travels to the passenger port facility, the member is authorized:

- a. MALT at the applicable rate in par. U2605 for the official distance from the old PDS to the designated POV loading port; and
- b. Government procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC. See pars. U5105-B1, U5105-B2 and/or U5205-A2 for direct travel from the designated POV loading port to the passenger POE. *The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.*

*In addition, members receive a flat per diem rate of \$50, and per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed not to exceed the amount for the allowable travel time from the old PDS to the designated passenger transportation terminal (see par. U5160-C).

2. Delivery - Travel to Vehicle Port via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE, then to the designated POV loading port, and then returns to the passenger port, is paid PCS official one-way distance from the passenger port to the designated POV loading port. Reimbursement for travel back to the passenger POE is not authorized.

D. Concurrent POV Pick-up Accomplished with Member's PCS Travel and no TDY En Route Involved. When a member and/or dependent(s) travels from the passenger POD to the designated POV unloading port concurrent with PCS travel to the new PDS, the member is authorized.

1. MALT (see par. U5101-B1 and/or U5205-A2) for the official distance from the designated POV unloading port to the new PDS; and
2. Government procured commercial transportation, reimbursement for commercial transportation procured at personal expenses, or a MALT for travel by POC. See par. U5105-B1 and/or U5205-A2 for direct travel from the passenger POD to the designated POV unloading port. *The reimbursement for transportation from the passenger POD to the designated POV unloading port shall not exceed the cost for direct travel from the passenger POD to the new PDS.*

*In addition, members receive a flat per diem rate of \$50, and a per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed not to exceed the amount for the allowable travel time from the passenger transportation terminal to the new PDS (see par. U5160-C).

E. POV Delivery to Pick-up from a Designated POV Port Accomplished Concurrently with TDY En Route

1. POV Delivery to Port in Connection with TDY En Route. A member who delivers a POV to a designated POV loading port in connection with PCS travel overseas with TDY en route, is authorized:

- a. a MALT for one authorized traveler at the rate in par. U2605 for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2):

b. a MALT for one authorized traveler at the rate in par. U2605 for the official distance from the TDY station to the designated POV loading port; and

c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1) for direct travel from the designated POV loading port to the passenger POE. *The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.*

*In addition, members receive a flat per diem for the travel in pars. U5413-E1a and U5413-E1b not to exceed the amount for the allowable travel time (see par. U5160-C) from the TDY station to the passenger transportation terminal. ***NOTE:*** *When a dependent(s) accompanies the member and/or delivers the POV to the designated POV loading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.*

2. POV Pick-up in Connection with TDY En Route. A member who picks up a POV from a designated POV unloading port in connection with PCS travel to an en route TDY station, is authorized:

a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1) for direct travel from the passenger POD to the designated POV unloading port;

b. a MALT for one authorized traveler at the rate in par. U2605 for the official distance from the designated POV unloading port to the TDY station; and

c. a MALT for one authorized traveler at the rate in par. U2605 for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

*The total reimbursement for items a and b shall not exceed the cost for travel from the passenger POD to the TDY station. In addition, members receive a flat per diem for the travel in pars. U5413-E2a and U5413-E2b not to exceed the amount for the allowable travel time (see par. U5160-C) from the passenger transportation terminal to the TDY station. ***NOTE:*** *When a dependent(s) accompanies the member and/or picks up a POV from the designated POV unloading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.*

U5414 TRANSPORTATION OF POV TO/FROM PDS

A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV Between OCONUS VPC/Port and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS VPC/port when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. a travel hazard exists between the VPC/port and PDS;
2. the member is physically unable to drive between the VPC/port and PDS; or
3. the conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

PART E

SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY

U5464 GENERAL

POV Storage is in lieu of POV shipment. This Section prescribes POV storage allowances for eligible members ordered to a *foreign* OCONUS PDS to which a POV is not permitted to be transported, or sent TDY on a contingency operation, for more than 30 days. It also covers allowances associated with:

1. travel to and from designated storage facilities.
2. POV preparation for storage.
3. actual storage costs.
4. POV preparation for removal from storage, and
5. costs associated with delivery to the next authorized destination (see par. U5410).

Storage of more than one POV, and/or storage of a POV instead of authorized transportation is not allowed. Storage and/or transportation of additional POVs shall be at the member's expense.

NOTE: See Appendix A for definition of a contingency operation.

U5466 ELIGIBILITY

***NOTE:** Members with a contingency operation TDY start date or an effective date of PCS orders on/after 1 April 1997 are eligible for this storage. A member is eligible for this storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage entitlement begins effective with the beginning of the IPCOT.

A. Members. A member is eligible to have one POV stored at a storage facility if:

1. the member is ordered to make a PCS to a foreign OCONUS PDS; and
 - a. the laws, regulations, and/or other restrictions imposed by the foreign country or the United States preclude shipment or entry of a motor vehicle at Government expense into that foreign country; or
 - b. the vehicle would require modification (other than normal maintenance servicing) as a condition to entry into the foreign country; or
2. the member is sent TDY for more than 30 days to a contingency operation (see Appendix A).

B. Storage. The Secretary concerned may have the POV storage facilities designated.

1. Government-procured Storage Available. A Service may elect to store a member's POV. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility. A member who personally arranges for storage at a facility other than the designated facility is to be reimbursed for the actual storage cost, not to exceed the Government's constructed storage cost.
2. Government-procured Storage Not Available. When Government-procured storage is not available, or has not been designated, or the member is instructed by the shipping/transportation officer to store the POV at personal expense, the member may arrange to store the POV at a commercial storage facility. The member is to be reimbursed for the actual storage costs.

the "new PDS" is the HOR, or authorized HOS of the member under U5130-A1.

C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger POE, the member is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the designated storage facility; and
- b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.***

In addition, members receive a flat per diem rate of \$50, and per diem for dependents' travel (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE.

2. Delivery - Travel to Storage Facility via Passenger Port. A member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate for the official one-way distance from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5105-B1 and/or U5205-A1) for the official distance from the designated storage facility to the new PDS; and
2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger POD to the designated storage facility. ***The reimbursement for transportation from the passenger POD to the designated storage facility shall not exceed the cost for direct travel from the passenger to the new PDS.***

*In addition, members receive a flat per diem rate of \$50, and a per diem for dependents' travel (see par. U5210). The flat per diem allowance is computed for the travel not to exceed the allowable travel time from the passenger transportation terminal to the new PDS (see par. U5160-C).

E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and

c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.***

*In addition, member receives a flat per diem for the travel not to exceed the allowable travel time from the TDY station to the passenger transportation terminal (see par. U5160-C).

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.

2. Pick-Up in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to/from an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger POD to the designated storage facility;
- b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; and
- c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

****The total reimbursement for pars. U5468-E2a and U5468-E2b shall not exceed the travel and transportation cost from the passenger POD to the TDY station.*** In addition, the member receives a flat per diem for the travel in pars. U5468-E2a and U5468-E2b not to exceed the amount for the allowable travel time (see par. U5160-C) from the passenger transportation terminal to the TDY station.

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.

U5470 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate storage facilities (see par. U5466).

B. Personally-Procured POV Storage. A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility must not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5472 FACTORS AFFECTING STORAGE OF POV

A. Orders Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS order receipt (or notification of deployment on a contingency operation) may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Government expense, if the PCS order (or contingency operation notification) is later amended, modified, canceled, or revoked. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions in par. U5317 apply.

B. Storage before an Order is Issued. POV storage is permitted before a PCS order (or contingency operation notification) is issued to a member. The storage request must be supported by a written statement:

PART H: LEAVE TRAVEL AND TRANSPORTATION

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Entitlement. Eligible members and their eligible dependents, if any, are entitled to the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
 - a. consecutive tour of duty at the same (old) PDS, or
 - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) one of the tours is unaccompanied, or
 - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. Eligible Dependents. An eligible dependent is one who:
 - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
 - (1) the last day of the member's first tour at the old OCONUS PDS; or
 - (2) the effective date of the member's PCS to the new OCONUS PDS;
 - b. is command sponsored for both tours;
 - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. accompanies the member during both tours.
3. Authorized Locations. The authorized locations listed below are official travel locations to and from which available contract city pair fares may be used.
 - a. Travel between authorized locations is travel:
 - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - (2) from the old to the new OCONUS PDSs via an authorized destination; or
 - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

*b. An authorized destination is the member's HOR or a place no farther distant. ***NOTE: 'The place no farther distant' is limited by distance and not cost. If the selected location is less distant than the HOR, cost is not a consideration. If the selected location is more distant than the HOR, the cost to the HOR limits the entitlement.*** However, the Secretarial Process may authorize/approve any destination.

Example 1:

Member's PDS is in Germany and the HOR is Ames, Iowa.

No city pair to Ames, Iowa and least cost unrestricted fare (incorporating some city pair fare 'legs' is \$1,200.

Member desires to utilize COT leave to Boston, MA.

City pair (or least expensive unrestricted fare) to Boston is \$1,400.

Since Boston, MA, is closer to the PDS in Germany than is Ames, Iowa, there is no cost limit. The member is authorized a transportation cost for travel to Boston, MA.

Example 2:

Member's PDS is in Germany and the HOR is Washington, DC.

City pair trip cost is \$980.

Member desires to utilize COT leave to St. Louis, MO.

Special excursion fair cost is \$840.

Since St. Louis, MO, is further from the PDS than the HOR in Washington, DC, cost to Washington, DC limits the entitlement. The member is authorized a transportation cost for travel to St. Louis (\$840) NTE the \$980 cost to HOR.

c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B or U5120-C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if separate COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Deferred COT leave travel must begin within a year after the member:

a. begins the consecutive tour at the old OCONUS PDS, or

b. reports to the new OCONUS PDS.

Exception to Time Limit for Contingency Operation: (Effective 1 November 1995) If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. ***A member, directed to use Government or Government-procured transportation for COT leave travel, who procures other transportation at personal expense, shall not be reimbursed.***

- b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).
 - c. When the Service concerned authorizes/approves POC use, a member is entitled to MALT PLUS under par. U5105-B.
2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.
3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:
- a. travel is to other than an authorized location, or
 - b. a member elects:
 - (1) transportation under par. U7305, or
 - (2) either option available in lieu of transportation under par. U7305.

U9155	Noncommand Sponsored Dependents in Vicinity of PDS
U9156	Fractional COLA for a Member Without Dependents
U9157	COLA for Member With Dependents A. General B. Dependents Arrive at or in Vicinity of OCONUS PDS Before Member
U9158	Geographic COLA Locations
U9159	Submission of COLA Reports
U9160	Station Allowances for Members of the Reserves

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

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U9200	General
U9201	Conditions Under Which Payable A. General B. Responsibilities of Overseas Commander
U9202	Allowance Upon Initial Assignment A. General B. Entitlement When Member and Dependents Entitled to Monetary Allowance in Lieu of Transportation Plus Flat Per Diem C. Entitlement When Entitled to Per Diem Under Chapter 4, Part B D. Entitlement When Member Arrives Before Dependents E. Entitlement During Period of Hospitalization F. Additional Entitlement
U9203	Allowance Under Special Conditions A. Member Must Vacate Established Permanent Quarters in PDS Vicinity B. Period of Deployment While Away from PDS C. Entitlement When Tour Converted D. Member Acquires Dependents E. PCS Orders Cancelled/Revoked
U9204	Allowance Upon Departure A. General B. Dependents Depart Before Member C. Delayed Departure D. Early Termination of Permanent Housing E. Member Detaches from Ship Away from Homeport F. Period of TDY or Deployment While Away from Old PDS G. Entitlement Before Orders Issued H. Entitlement During Period of Hospitalization
U9205	Effect of Leave or Permissive TDY on Entitlement to TLA
U9206	Old and New PDSs in Close Proximity or in Same Country A. General B. New PDS Within Commuting Distance

U9207	Rates Payable, Computation Procedures and Examples
	A. General
	B. Temporary Lodging Not Available at PDS
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PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES

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U9300	Members Assigned to Ships or Fleet Units
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	B. Member Assigned to Duty Aboard Two-Crew Submarine (SSBN)
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U9301	Members Ordered PCS to a Dependent Restricted or Unaccompanied Tour
	A. General
	B. Reassignment from CONUS or from Overseas from Other Than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour
	C. Reassignment from a Dependent Restricted or Unaccompanied Tour to Another Dependent Restricted or Unaccompanied Tour
	D. Member's PDS Declared a Dependent Restricted Tour Area
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	F. Subsequent Reassignment to Unrestricted Area
	G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station
U9302	Not Used
U9303	Station Allowances Entitlement When Both Husband and Wife are Members
	A. When Separate Households are Maintained
	B. Cost-of-Living Allowance When Joint Household Maintained
U9304	Station Allowances Incident to Evacuation of Member's PDS
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U9305	Vouchers and Supporting Documents

- c. integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
- d. consumable goods for members ordered to locations listed in Appendix F;
- e. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and their associated trailers, and golf carts);
- f. boats; and
- g. ultralight vehicles (defined in 14 C.F.R. Sec 103.1 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

2. HHG **do not** include:

- a. personal baggage when carried free on tickets;
- *b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
- c. live animals including birds, fish and reptiles;
- d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
 - (1) bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
- e. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
- f. items for resale, disposal or commercial use rather than for use by the member and dependents; and
- g. privately owned live ammunition (B-130583, May 8, 1957).

3. Local laws or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. liable to impregnate or otherwise cause damage (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);
- b. that cannot be taken from the premises without damage to the article or the premises; and
- c. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants.

HOUSEHOLD GOODS TRANSPORTATION. See *TRANSPORTATION, HHG*.

- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
- (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
- (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
- (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
- (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized

for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

*9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.* Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

***T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)**

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards**1. Sleeping**

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

(1) *Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*

(2). The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See NOTE 1 (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or Secretary concerned for *only uniformed members* (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

NOTE:

a. *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid to a uniformed member.*

b. *The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. **NOTE:** *If all three meals are provided, only the incidental expenses for that day are payable.*

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

- a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

